



# STARS

Student Tracking and Reporting System

**Chartering Homerooms**  
**eSIS v 11.1**  
**Version 1**

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## Chartering Homerooms

### Overview

DC STARS is the student information management system for the District of Columbia Public School Systems (DCPS). Elementary and secondary public schools within DCPS each have a unique School Code associated with the school. These school codes assist with identifying where a student attends school. DC STARS is used by all public schools in the District, while Charter Schools primarily use OLEM. In DC STARS, a school code of **998** is used for most Charter Schools for enrolling students residing in DC. However, this does not specifically classify which Charter School the student attends. To distinguish which school a student is attending, a homeroom field is used as a school identifier for the Charter Schools. Please note: Schools using the **998** School code will **no longer withdraw students immediately**. This is a procedural change. The Homeroom field identifies where a student is enrolled until the student leaves the school.

### Objectives

Upon completion of this session, participants should be able to:

- Admit a student to DC STARS
- Assign the student to a Charter School by using the Homeroom field
- Review Homeroom List

### Participant Prerequisites

The participants of this class should have successfully completed the following training classes:

- \* DC STARS Overview



### Admitting a student

The Admit Student screen is the only place where you can view all the students in DC STARS, regardless of which school the student attends. If a student is in the DC STARS database with a valid DCPS pupil ID, your first priority is to admit the students into school code 998 with the valid pupil ID. If a student is new to DCPS, they will not have a pupil ID. Instead you will admit the student and let DC STARS generate a unique pupil ID number.

Follow these simple steps to admit a student into your school:

1. Click the **ADMIT** icon to initiate the Admit Process.

Main Menu Common View School Administration Lock Mail Query Help Window

Start Screen Instance: stars Rel: 11.1

SELECT A STUDENT SELECT A SCHOOL **ADMIT** CALL TO OFFICE

Current School Selected: 998 PCS State ID School Semester: 1 User: WILSONJ03

Current Student Selected

Pupil No. [ ] Not Registered

Legal Last Name [ ] Suffix [ ]

Legal First Name [ ]

Sex [ ] Grd [ ] Phone No. [ ] Birthdate [ ]

Home Room [ ] Withdraw Date [ ]

☐ All (current + wdr) ☒ Current


Basic Parents Medical Alt Address Contacts Courses Hrm Staff Diploma Transcript Notes Incidents Timetable Note/Incident Print




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2. Perform a thorough query in the Admit Student screen. This ensures that multiple records are not created for the same student.

[illegible]

- i) Query three ways using the student's **Legal Name** (last name) **Birth Date**, and **Pupil No** (Pupil Id) to ensure that the student does not already exist in the database. If you find that the student is already in DC STARS, you will click the **Select**  button to select that student record and bring the student into your school.

**Note: An exhaustive query must be performed to find the correct student record and avoid creating a duplicate student record.**

- ii) If the student is not found by querying in the Admit screen, select the **Enroll New** button to admit the student into your school and into the DC STARS database. The Enroll New button will cause the Basic Student Demographics Screen to open in Admit Mode. Populate the required fields on the Basic Student Demographics screen as well as the required information on the additional 7 screens in the demographic loop by using the right facing arrow key .



There are 13 required fields on the Basic Student Demographics Screen.

1. Legal Last Name
2. Legal first Name
3. Gender
4. Birth Date
5. Proof of Age
6. Ethnicity/Race
7. Admission Information Section
8. Street
9. City
10. State
11. Zip Code
12. Proof of Address
13. Mailing Address

Populating the Property Address and Mailing Address require additional steps:

3. Open the Valid Streets Table window by clicking on the look up button.

Enter the first word or letter of the street name in the Street field on the Valid Streets Table window, then enter the wildcard character (%), and hit **F8**. The Valid Streets Table contains only District of Columbia street information. Remember to query a specific street name rather than simply hitting **F8** to avoid generating a lengthy list of valid streets.



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If you queried for King% your search will return, for example, all streets that begin with the word “King” including both King PI NE and King PI NW.

| Street        | Municipality | Street Side | Low  | High | Postal Code |
|---------------|--------------|-------------|------|------|-------------|
| King PI NE    | Washington   | Conse...    | 2900 | 2999 | 20018       |
| King PI NW    | Washington   | Conse...    | 2200 | 2399 | 20007       |
| Kingman PI NW | Washington   | Conse...    | 1500 | 1599 | 20005       |
|               |              |             |      |      |             |
|               |              |             |      |      |             |
|               |              |             |      |      |             |
|               |              |             |      |      |             |
|               |              |             |      |      |             |
|               |              |             |      |      |             |
|               |              |             |      |      |             |

Select Cancel

Highlight the correct record

Click the SELECT button to automatically populate the **Street, City/Munic, State** and **Zip code** fields on the **Basic Student Demographics** screen.

Select the student's proof of address from the **Proof of Address** drop down list.

Property Address Address Mod Date

Street [ ] PO [ ]

Complex [ ] Apt # [ ]

City/Munic [ ]

County [ ]

State DC Zip Code [ ]

Invalid Addr. Reason [ ]

X-Bound... [ ]

Proof of Address [ ]

Mailing Address [ ]

Previous School/District [ ]

District [ ]

School [ ]

State [ ]

Extended time provided

Katrina Hurricane Waiver

New student, has 10 days

No/Incomp verification on file

Out of District

Ver according to DC regulation

Ward of State



Populate the **Street** number field. Populate the Apt # if applicable.

Property Address Address Mod Date

**Street** PO

Complex Apt #

City/Munic

County

State DC Zip Code

Invalid Addr. Reason

X-Bound... Proof of Address

If the student's mailing address is the same as the property address, click on the **Same as Property Address..** check the box to automatically populate the Mailing Address field with the student's address.

**Mailing Address**

☒ Same as Property Address...

Legal District of Res.

District of Columbia Public Sc

If the student's property and mailing addresses do NOT match, manually enter the student's mailing address in the Mailing Address field.

The Mailing Address field is the address used when generating student mailing labels.

- For students that reside at an address outside of DC enter the student's address MANUALLY. Do not use the Valid Streets Table look up feature.

Basic Student Demographics

ADMIT MODE!

Student

Current School

Pupil No. Gender

Legal Last Name Sfx

Legal First Name

Usual Last Name Sfx

Preferred First

Legal Middle

Third Initial

Birth Date Age

Proof of Age

Home Phone Unlisted

Ethnicity/Race

SSN

State/Ministry #

Admission Information

Reason

Date 08/29/2008 Grade

Tuition paid by Tuition type

Property Address Address Mod Date

**Street** PO

Complex Apt #

City/Munic

County

State DC Zip Code

Invalid Addr. Reason

X-Bound... Proof of Address

**Mailing Address**

☒ Same as Property Address...

Legal District of Res.

District of Columbia Public Sc

Previous School/District

District

School

State

Country

Address

CHR

NHR

Adhoc Fiel...

Demo Log

- Enter the student's address manually
- Select the appropriate entry from the Invalid Addr. Reason drop down list
- Enter the correct proof of address entry from the drop down list.
- Manually enter the address into the Mailing Address field






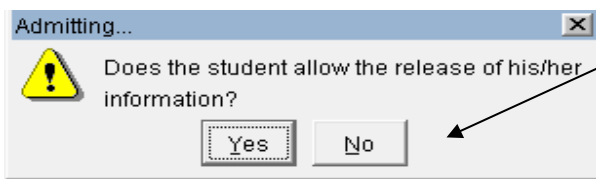
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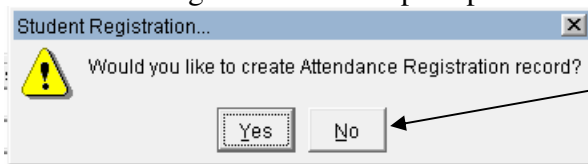
5. Click the  Save button when you are ready to save the record.

6. A release of information prompt appears after saving the student record.



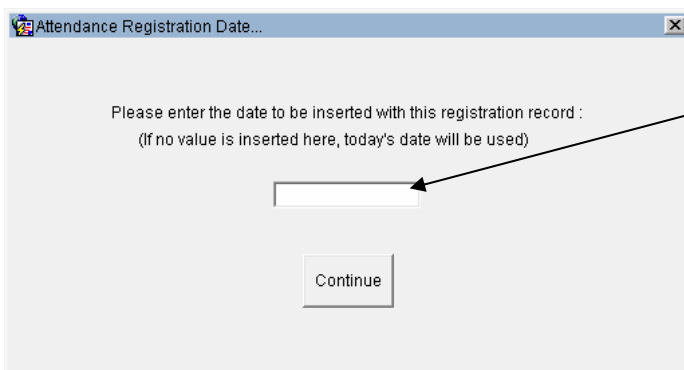
Make the correct selection by clicking either the Yes or No button

Attendance Registration record prompt.



Click the **No** button to ensure that the record for a student admitted before the school year starts is marked as **Not Registered**.

If admitting a student during the school year, click the **Yes** button. This action will open the Attendance Registration Date window; enter the student's registration date. After entering the student's registration date click the continue button, the student's record will be saved and marked with the correct registration date.



If the date field is left blank the current date will be used.

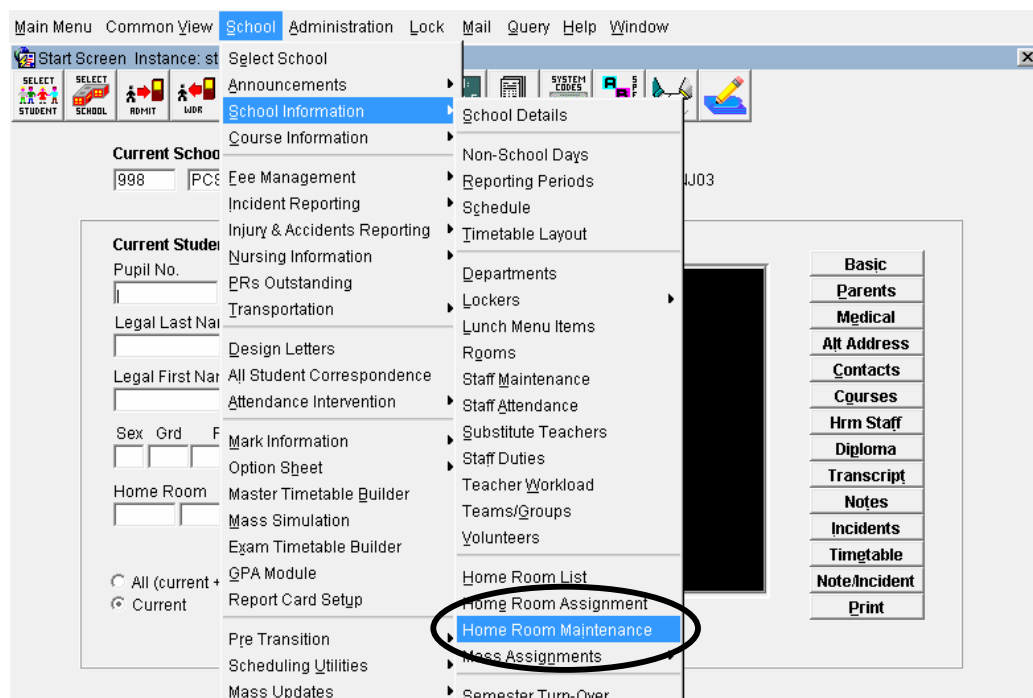


### Identifying Students According to Homerooms

Homeroom maintenance is setup for Charter Schools to identify where the student attends school. The room number will actually have the name of the Charter School in that field. The Homeroom Assignment screen in DC STARS will allow the users to add students to the Charter School (homeroom). The user will utilize the Homeroom field to associate students with a specific school.

#### *Charter School Homeroom Code*

6. To locate the Charter School homeroom code, the user will access Homeroom Maintenance screen:  
**School > School Information > Home Room Maintenance**





## Chartering Homerooms

The Home Room Maintenance screen will produce the entire list of Charter Schools in the **Room** field and the Home Room 3 digit Code in the **HRRoom** columns.

| HRRoom | S | Se   | Used | Teacher      | Room            | Class Type | Full/Half Time | AM | PM | Course Type |
|--------|---|------|------|--------------|-----------------|------------|----------------|----|----|-------------|
| 097    | 1 | 5000 | 24   | PCS, Charter | Center City     |            |                |    |    |             |
| 098    | 1 | 5000 | 0    | PCS, Charter | Early Childh... |            |                |    |    |             |
| 099    | 1 | 5000 | 0    | PCS, Charter | Cesar Cha...    |            |                |    |    |             |
| 100    | 1 | 5000 | 0    | PCS, Charter | MEI-Futures...  |            |                |    |    |             |
| 101    | 1 | 5000 | 0    | PCS, Charter | Academia B...   |            |                |    |    |             |
| 102    | 1 | 5000 | 0    | PCS, Charter | Academy for...  |            |                |    |    |             |
| 103    | 1 | 5000 | 0    | PCS, Charter | Appletree E...  |            |                |    |    |             |
| 104    | 1 | 5000 | 0    | PCS, Charter | Cesar Chav...   |            |                |    |    |             |
| 105    | 1 | 5000 | 0    | PCS, Charter | City Collegite  |            |                |    |    |             |
| 106    | 1 | 5000 | 0    | PCS, Charter | Community...    |            |                |    |    |             |
| 107    | 1 | 5000 | 0    | PCS, Charter | Community...    |            |                |    |    |             |
| 108    | 1 | 5000 | 0    | PCS, Charter | Community...    |            |                |    |    |             |

This Homeroom code should be noted and used for entering a student into the Charter School.

***NOTE: No changes are to be made in Homeroom Maintenance!***

### *Adding Students to a Charter School*

- From the start screen access Homeroom Assignments from the pull down menu:  
**School > School Information > Home Room Assignment**

Home Room Assignment



## Chartering Homerooms

8. Select the F7 key to execute a query. Manually type the Homeroom code for your school and select F8 to execute the query.

Home Room Assignment

998 PCS STATE ID SCHOOL

Home Rooms

| Hr  | Sem | Teacher      | Room        |
|-----|-----|--------------|-------------|
| 097 |     | PCS, Charter | Center City |

Students in Home Room

| Legal Name | First Name | Pupil No | Phone | Ge | Gr | Birth Date |
|------------|------------|----------|-------|----|----|------------|
| Gilkes     | Nathan     | 9248980  |       | F  | 05 | 12/16/1998 |
| Gloster    | Marques    | 9248989  |       | M  | 08 | 02/06/1995 |
| Graham     | Amber      | 9249008  |       | F  | 08 | 03/13/1995 |
| Hall       | Donovan    | 9249010  |       | M  | K  | 10/21/2002 |
| Hayes      | tori       | 9249011  |       | F  | PK | 09/26/2004 |
| Hunter     | Diamond    | 9249012  |       | F  | 08 | 12/02/1995 |
| Jeffers    | Indya      | 9248982  |       | F  | 05 | 07/14/1997 |
| Jones      | Eric       | 9248990  |       | M  | 07 | 07/20/1995 |
| Kidngi     | George     | 9249070  |       | M  | K  | 02/18/2003 |
| Lawrence   | Treseat    | 9249071  |       | F  | 07 | 02/21/1996 |
| Montiel    | Jose       | 9248987  |       | M  | 06 | 05/25/1997 |
| Nobel      | Tedros     | 9249072  |       | M  | PK | 01/20/2004 |

Student in Blue = Cross\_Enrolled  
Student in Green = Pre\_Enrolled

ADD DEL

9. Select the **ADD** button to insert the student into your Charter School.

The Select Pupil window will appear. Query the student by Pupil Number, or students Last Name and First Name.

After the student is located, select the student's name and click the **Select** button.

Select Pupil

| Pupil Number | Gr | Legal Name | First Name | M / F | Birth Date | School | Phone |
|--------------|----|------------|------------|-------|------------|--------|-------|
|              | 11 | Williams   | Yaloni     | F     |            |        | :22   |
|              |    |            |            |       |            |        |       |
|              |    |            |            |       |            |        |       |
|              |    |            |            |       |            |        |       |
|              |    |            |            |       |            |        |       |
|              |    |            |            |       |            |        |       |
|              |    |            |            |       |            |        |       |
|              |    |            |            |       |            |        |       |
|              |    |            |            |       |            |        |       |
|              |    |            |            |       |            |        |       |

Select



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This will bring you back to the Home Room Assignment screen.

Action Edit Block Field Record Query Lock Help Window

Home Room Assignment

998 PCS STATE ID SCHOOL

Home Rooms

Hr Sem Teacher Room

097 1 PCS, Charter Center City


Students in Home Room


| Legal Name       | First Name | Pupil No | Phone         | Ge | Gr | Birth Date |
|------------------|------------|----------|---------------|----|----|------------|
| Page             | Shane      | 9249074  |               | M  | K  | 10/23/2002 |
| Pully            | Kendal     | 9249075  |               | F  | K  | 01/05/2003 |
| Richards-Alleyne | Jalen      | 9249076  |               | M  | K  | 06/17/2003 |
| Ruiz             | Manuel     | 9248960  |               | M  | 04 | 07/09/1999 |
| Sineshaw         | Bazin      | 9248972  |               | M  | 02 | 10/18/2001 |
| Solim            | Amah       | 9248985  |               | F  | 05 | 05/19/1998 |
| Stevens          | Kiarra     | 9249078  |               | F  | 01 | 09/04/2001 |
| Villanova-Castro | Rodrigo    | 9249081  |               | M  | PK | 06/04/2004 |
| Williams         | Ali        | 9249083  |               | F  | PK | 12/17/2004 |
| Williams         | Brandon    | 9248988  |               | M  | 06 | 09/22/1997 |
| Williams         | Yaloni     | 9002082  | (202)526-4222 | F  | 11 | 09/19/1991 |

Student in Blue = Cross\_Enrolled  
Student in Green = Pre\_Enrolled

ADD DEL

The student is now added to the list of students in the Charter School.

Select the **Save** button  to retain the student in your school.

Exit through the door  to return to the DC STARS Start Screen.

### Reviewing a List of Students in a Charter School

To review a list of students in a specific Charter School;

10. From the start screen access Homeroom List from the pull down menu:  
**School > School Information > Home Room List**

Main Menu Common View School Administration Lock Mail Query Help Window

Start Screen Instance: st

Select School

Announcements

School Information

School Details

Course Information

Non-School Days

Reporting Periods

Schedule

Timetable Layout

Departments

Lockers

Lunch Menu Items

Rooms

Staff Maintenance

Staff Attendance

Substitute Teachers

Staff Duties

Teacher Workload

Teams/Groups

Volunteers

Home Room List

Home Room Assignment

Home Room Maintenance

Mass Assignments

Semester Turn-Over

Current School

998 PCS

Current Student

Pupil No.

Legal Last Name

Legal First Name

Sex Grd F

Home Room

All (current +)

Current

Basic

Parents

Medical

Alt Address

Contacts

Courses

Hrm Staff

Diploma

Transcript

Notes

Incidents

Timetable

Note/Incident

Print




## Chartering Homerooms

The Home Room List window will appear.

| Legal Last Name | Suffix | Legal First Name | Phone         | Gender | Grade | Birth Date |
|-----------------|--------|------------------|---------------|--------|-------|------------|
| Adams           |        | Aliya            |               | F      | 01    | 07/26/2002 |
| Anderson        | III    | David            |               | M      | 01    | 07/13/2002 |
| Bigesby         |        | Anthony          |               | M      | PK    | 04/07/2004 |
| Brown           |        | Jordan           |               | M      | 04    | 09/07/1999 |
| Burgess         |        | Micah            | (202)588-7290 | M      | 04    | 04/19/1999 |
| Campbell        |        | Paul             |               | M      | PK    | 10/07/2004 |
| Carter          |        | Troy             |               | M      | 02    | 03/04/2001 |
| Contreras       |        | Angel            |               | M      | PK    | 03/21/2003 |
| Davis           |        | London           |               | F      | PK    | 06/11/2004 |
| Gaskins         |        | Deilahrose       |               | F      | PK    | 06/22/2004 |

Query the Homeroom Code for your Charter School in the **Hrm** field. Verify that the correct Charter School name is present in the **Room** field. Students assigned to the Charter School are displayed.

### Printing Homeroom List

Click the printer icon  to print a Homeroom List report which includes all of the students enrolled in the listed Charter School. The report will appear as an Adobe file on your desktop.

| Student Name      | Pupil No. | Home Phone | Gender | Ethnic. | Grade | Birth Date  |
|-------------------|-----------|------------|--------|---------|-------|-------------|
| Anthony, Da'Kalen | 9231932   | (-)        | F      | Blk     | PS    | 23 Mar 2004 |
| Oreilana, Jeffrey | 9230323   | (-)        | M      | His     | PS    | 06 Feb 2004 |

Go to **File>Print** to print a hardcopy of the Home Room List to your local printer.